

## **MEMORANDUM**

**TO:** Interested Parties

**FROM:** Redmond Comprehensive Planning Division

**DATE:** April 11, 2005

**SUBJECT: 2005 Comprehensive Plan Amendment Package  
NOTICE OF DEADLINE FOR APPLICATIONS AND  
OPPORTUNITIES FOR COMMUNITY PARTICIPATION**

The City of Redmond is announcing the application deadline for citizen requested amendments to the Comprehensive Plan for consideration as part of the 2005 update. The update process is carried out by the City of Redmond on an annual basis as provided by State law. Amendments to the text portions of the Redmond Community Development Guide may also be requested for consideration as part of this package. This letter describes the update process and opportunities for community participation.

### **Who May Propose an Amendment?**

Any individual, organization, business, or other group may request an amendment to the Comprehensive Plan or to the Community Development Guide. For site specific requests, the property owners affected must agree to the request.

### **What is an Appropriate Proposal?**

The Comprehensive Plan describes the community's long-term values and goals, guiding Redmond's physical, economic, and social development toward these goals. It includes a land use plan, and topical sections such as Housing, Economic Vitality, Transportation, and Capital Facilities. It also includes sections with policies specific to the City's 10 neighborhoods. Amendment requests may involve either the text or map portions of the Comprehensive Plan.

Last year, the City completed a major review and update of the Comprehensive Plan. This year's amendment package will focus on minor revisions as needed to citywide policies and updates to certain neighborhood specific policies as part of neighborhood planning efforts.

## What is the Deadline for Applying for an Amendment?

Proposals to amend the Comprehensive Plan or to amend text in the Community Development Guide must be received by the City by **5 pm on Wednesday, June 1, 2005**. Applications for Comprehensive Plan amendments received after the deadline will be considered as part of the 2006 Amendment Package.

## How Do I Apply for an Amendment?

The application forms and instructions for requesting an amendment to either the Comprehensive Plan or to the Community Development Guide are available by calling the Comprehensive Planning Division at 425/556-2421. They are also available from the City's web site at [www.redmond.gov/insidecityhall/permitting/devapps.asp](http://www.redmond.gov/insidecityhall/permitting/devapps.asp). There is no fee for applying for a Comprehensive Plan amendment.

Applicants are strongly encouraged to meet with City planning staff prior to submitting an application. Please contact Lori Peckol of the Redmond Department of Planning and Community Development (425/556-2411 or [lpeckol@redmond.gov](mailto:lpeckol@redmond.gov)) to schedule a time to discuss your proposal or if you have questions regarding the application process.

## What is the General Process for Plan Amendment Requests?

Milestone	Tentative Timing
Initial City review of cumulative effect of amendments proposed as part of the 2005 Package.	June 2005
Planning Commission study session on proposed content of the 2005 Amendment Package	June 2005
City Council action to set the framework and content of the 2005 Amendment Package	July 2005
Notice to Washington State Department of Community, Trade and Economic Development of 2005 Amendment Package	July 2005
Review and decision on individual proposals: <ul style="list-style-type: none"><li>• City staff review and recommendation to Planning Commission</li><li>• Planning Commission review and recommendation to City Council</li><li>• City Council review and decision</li></ul>	Timing will be specific to individual amendments

## How Can I Stay Informed and Provide Comments?

**Web:** A summary of all proposed amendments to the Comprehensive Plan will be available on the City's web site at [www.redmond.gov/intheworks/Redmond2022/proposedupdates.asp](http://www.redmond.gov/intheworks/Redmond2022/proposedupdates.asp) prior to the Planning Commission's first study session on the package. This information will be updated as proposed amendments are considered as part of the review process.

**City Staff:** Interested persons are encouraged to contact the Planning Department for information about proposed amendments. Please contact either Lori Peckol, Principal Planner, at 425/556-2411 or [lpeckol@redmond.gov](mailto:lpeckol@redmond.gov) or Rob Odle, Policy Planning Manager, at 425/556-2417 or [rodle@redmond.gov](mailto:rodle@redmond.gov).

**Planning Commission:** The Planning Commission seeks public comment throughout the amendment process. All Planning Commission meetings are open to the public and are also cablecast live on cable channel 21 (repeated the following day).

The Commission's agenda is available at: [www.redmond.gov/insidecityhall/boards/planning\\_agenda.asp](http://www.redmond.gov/insidecityhall/boards/planning_agenda.asp). You can also call the Planning Department at 425/556-2421 for a copy of the agenda or to request the Commission's weekly agenda by email or mail.

Interested persons are welcome to attend any meeting. The Commission reserves up to 15 minutes at the beginning of each meeting for public comment. Comments can also be provided in writing:

- Email the Planning Commission care of [lpeckol@redmond.gov](mailto:lpeckol@redmond.gov)
- Mail to City of Redmond Planning Commission, Department of Planning and Community Development, MS CHPL, PO Box 97010, Redmond, WA 98073-9710.
- Fax to 425/556-4242